

Department of Community, Trade & Economic Development
Human Resources Management Report
Executive Summary - October 2006 Report

Measurement	Statewide	Agency	Comments
Plan & Align Workforce			
▪ Percent managers with current performance expectations for workforce management		100%	Statewide: percentage not available
▪ Management profile:			Agency data not available
• Percent workforce that is coded as "Manager"	9.4%		
• Percent workforce that is WMS	8.3%		
• Percent WMS that is			
➤ Manager	73%		
➤ Policy	8%		
➤ Consultant	19%		
▪ Percent employees with current position descriptions	67%	90%	Statewide: percentage is an estimate
Hire Workforce			
▪ Days to fill job vacancies			Data not available until 4/07
▪ Candidate quality ratings			Data not available until 4/07
▪ Hiring balance (% types of appointments)			
➤ Promotions	29%	33%	Agency: 23% from within agency. 10% from other agencies
➤ New hires	32%	45%	
➤ Exempts	8%		Agency: Not reported
➤ Transfers	26%		Agency: Included in "other"
➤ Other	6%	22%	
▪ Percent separation during post-hire review period	9.7%	7%	Statewide: percentage is an estimate. Agency: 2% new hires, 5% promotional; total of 82 appointments
Deploy Workforce			
▪ Percent employees with current performance expectations	64%	100%	Agency: 100% for 2 nd consecutive year
▪ Employee survey "productive workforce" ratings (on a scale of 1 to 5)	3.8	3.8	
▪ Overtime usage:			
• Average overtime hours	8.2 hours	3 hours	
• Average number employees receiving overtime (per capita, per quarter in FY06)	25.9%	5%	
▪ Sick leave usage			
• Average sick leave use (per capita, per quarter in FY06)	17.9 hours	13.5 hours	
• Average sick leave for those who used sick leave (per quarter in FY06)	22.7 hours		Agency: Not reported
▪ Number of non-disciplinary grievances filed (FY06)	769	2	Agency: 1 resolved, 1 pending
▪ Number of non-disciplinary appeals filed (FY06)	131	0	
Develop Workforce			
▪ Percent employees with current individual training plans	64%	100%	Statewide: percentage is an estimate Agency: 100% for 2 nd consecutive year
▪ Employee survey "training & development" ratings (on a scale of 1 to 5)	3.7	3.65	
Reinforce Performance			
▪ Percent employees with current performance evaluations	63%	100%	Statewide: percentage is an estimate Agency: 100% for 2 nd consecutive year
▪ Employee survey "performance & accountability" ratings (on a scale of 1 to 5)	3.7	3.7	

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▪ Number of formal disciplinary actions taken	451	0	Statewide: total actions
▪ Number of disciplinary grievances filed	227	0	Statewide: total actions
▪ Number of disciplinary appeals filed	23	0	Statewide: total actions
Ultimate Outcomes			
▪ Employee survey "Employee Commitment" ratings (on a scale of 1 to 5)	3.6	3.6	
▪ Statewide turnover percentages (leaving state service)	9.4%	16.8%	Statewide: Percent leaving state service Agency: Percent leaving agency

¹ This state-wide summary is not a final report. The Department of Personnel and agencies encountered challenges with the data and definitions. The information provided is accurate, but should be viewed as an initial point of discussion. The April 2007 version will resolve these difficulties.